

<b>STATE OF IOWA</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>POLICY</b> <b>AND PROCEDURES</b>		Policy Number IO-SC-07	Applicability <input checked="" type="checkbox"/> DOC <input type="checkbox"/> CBC
		Policy Code Confidential	Iowa Code Reference N/A
Chapter 3  INSTITUTIONAL OPERATIONS	Sub Chapter  SECURITY & CONTROL	Related DOC Policies  IO-SC-08	Administrative Code Reference  N/A
Subject  EMERGENCY EQUIPMENT AND ARMORY OPERATIONS		ACA Standards  4-4173, 4-4199, 4-4200, 4-4201, 4-4204, 4-4205	Responsibility  Sheryl Dahm Diann Wilder- Tomlinson
		Effective Date  May 2015	Authority  Jerry Bartruff Director Signature on file at Iowa DOC

## I. PURPOSE

To describe procedures in the Iowa Department of Corrections (IDOC) institutions that shall ensure the safe storage and issue of security equipment, weapons, and ammunition in a secure armory.

## II. POLICY

It is the policy of the IDOC to provide in each of its secure institutions a secure location for the storage, issue, and upkeep of security equipment, weapons, and munitions, and to control access to that location.

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- A. Use of Security Equipment
- B. Storage of Security Equipment
- C. Armory Access and Issue

- D. Ready Room
- E. Inventory of Security Equipment
- F. Rotation of Expendables
- G. Loading and Unloading of Firearms
- H. Procurement
- I. Maintenance
- J. Fixed Security Equipment

**III. DEFINITIONS** – See IDOC Policy **AD-GA 16** for Definitions.

**IV. PROCEDURES**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4. The Associate Warden/Security shall ensure systems are in place to document the issue, use, and return of all security equipment items.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

B. Storage of Security Equipment

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

C. Armory Access and Issue

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

D. Ready Room

[REDACTED]

[REDACTED]

E. Inventory of Security Equipment

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

F. Rotation of Expendables

[REDACTED]

[REDACTED]

G. Loading and Unloading of Firearms

[REDACTED]

[REDACTED]

[REDACTED]

H. Procurement

1. No firearms, munitions, or other security equipment shall be purchased

[REDACTED]

[REDACTED]

I. Maintenance

[REDACTED]

[REDACTED]

[REDACTED]

J. Fixed Security Equipment

Other security equipment to be used in the institution may include the following:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]